

**Tracking sheet –** Personal Project

The aim of this unit is to enable a learner to select a project which is relevant to their personal interests and then carry out the project as an individual. Project management skills should be developed by the learner as they plan, carry out and review the project they have selected. Examples could include projects related to music, gardening, IT etc.

**SCQF Level 5**

**Learner name**  **Centre name**

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| **To do this you must** | **Page number** | **Assessment date** |
| 1. Be able to select a project (activity or piece of research) to be undertaken as an individual | | |
| * 1. Describe the project that has been chosen |  |  |
| * 1. Outline the aims of the project |  |  |
| * 1. Explain the personal learning objectives for the project |  |  |
| 1. Be able to plan the project to meet the aims | | |
| * 1. Identify the tasks needed to complete the project |  |  |
| * 1. State the resources needed to complete the project |  |  |
| * 1. Explain why the resources are required to complete the project |  |  |
| * 1. Produce a detailed plan for the project stating when each task will be started and completed |  |  |
| 1. Be able to carry out the project | | |
| 3.1 Complete the tasks identified to carry out the project |  |  |
| 1. Be able to review the project | | |
| 4.1 Present the project to an audience using an appropriate format |  |  |
| 4.2 Obtain feedback on the project |  |  |
| 4.3 Review whether the project met the aims |  |  |
| 4.4 Evaluate own learning and performance on the project |  |  |
| **Assessor feedback** | | |
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| **Declaration** I confirm that the details above are correct, that the evidence submitted is the learner’s own work and that the learner meets all the requirements for the unit: | | |
| Learner Name Assessor Name  Learner Signature Assessor Signature  Date Date | | |